

July 2, 2007

DWD ISSUANCE 01-07

Subject: Procurement Policies and Disposal of Surplus Assets

1. Purpose: Provide Policy on the Missouri Office of Administration's (OA) Procurement Guidelines; and Disposition of Surplus Assets

2. Background: OA has published guidelines for procurement under the Code of State Regulations, Division 40, Chapter 1, Purchasing and Materials Management, Procurement. The Division of Workforce Development (DWD) is required to follow these guidelines. The state feels it is good policy to provide these guidelines to the local Workforce Investment Areas as a method to ensure that open and competitive procurement is utilized to ensure the best use of state and local funds for Missouri's citizens.

3. Substance: Each local Workforce Investment Board must follow the same procurement guidelines that DWD follows. The link for OA's procurement guidelines may be found at:
<http://www.sos.mo.gov/adrules/csr/current/1csr/1csr.asp#1-40>.

Local Boards may develop procurement policies that may be more restrictive, but at a minimum, they must follow the guidelines as stated above.

In addition, DWD ISSUANCE 02-04 dated November 22, 2004, addresses the issue of Disposition of Surplus Assets from Expired Programs. The Issuance may be found at:
<http://ded.mo.gov/WFD/System%20Resources%20Reading%20Room/DWD%20Issuance%202004.aspx>

4. Action: This information should be distributed to appropriate staff.

5. Contact:

If you have any questions, contact Donna Prenger at (573) 751-7797 or my office at (573) 751-3349.

A handwritten signature in black ink, appearing to read "Roderick Nunn", with a long horizontal flourish extending to the right.

Roderick Nunn, Director

RN/RH/CB

- c: WIB Chairs
- WIB Directors
- DWD Admin Group
- DWD Central Office Managers
- DWD Functional Managers
- Don Eisinger